

## CHAPTER 9

# CUSTOMS AND COURTESIES

*It rests with us to make the traditions and to set the pace for those who are to follow and so upon our shoulders rests a great responsibility.*

—Esther Voorhess Hasson,  
First Superintendent, Navy Nurse Corps, 1908

The military services have a long history. Many traditions have been established as a result of this long history. If you are familiar with some of these traditions, you will understand the military better. These traditions can be broken down into various customs and courtesies.

A custom is a way of acting—a way that has continued consistently over such a long period that it has become like law. A courtesy is a form of polite behavior and excellence of manners. You will find that Navy life creates many situations, not found in civilian life, that require special behavior on your part. Customs and courtesies help make life orderly and are a way of showing respect.

Customs are regular, expected actions. They have been repeated again and again and passed from one generation to the next. Courteous actions show your concern and respect for others and for certain objects or symbols, such as the American flag.

The use of customs, courtesies, and ceremonies helps keep discipline and order in a military organization. This chapter will give you some of the more common day-to-day customs and courtesies and ways to deal with them.

### MILITARY CUSTOMS

**Learning Objective:** When you finish this chapter, you will be able to—

- Recognize the purpose of military customs.

From time to time, situations arise that are not covered by written rules. Conduct in such cases is governed by customs of the service. Customs are closely linked with tradition, and much esprit de corps of the naval service depends on their continued maintenance. (Custom has the force of law; usage is merely a fact. There can be no custom unless accompanied by usage.)

A custom is a usual way of acting in given circumstances. It is a practice so long established that it has the force of law. An act or condition acquires the status of a custom under the following circumstances:

- When it is continued consistently over a long period
- When it is well defined and uniformly followed
- When it is generally accepted so as to seem almost compulsory
- When it is not in opposition to the terms and provisions of a statute, lawful regulation, or order

### MILITARY COURTESIES

**Learning Objectives:** When you finish this chapter, you will be able to—

- Identify how to, when to, and to whom to render the hand and rifle salute.
- Identify the military courtesies when ship and boat passing honors are rendered.

*Courtesy* is an act or verbal expression of consideration or respect for others. When a person acts with courtesy toward another, the courtesy is likely to be returned. We are courteous to our seniors because we are aware of their greater responsibilities and authority. We are courteous to our juniors because we are aware of their important contributions to the Navy's mission.

In the military service, and particularly in the Navy where personnel live and work in close quarters, courtesy is practiced both on and off duty. Military courtesy is important to everyone in the Navy. If you know and practice military courtesy, you will make favorable impressions and display a self-assurance that will carry you through many difficult situations. Acts of

respect and courtesy are required of all members of the naval service; the junior member takes the initiative, and the senior member returns the courtesy.

## **SALUTING**

One required act of military courtesy is the salute. Regulations governing its use are founded on military custom deeply rooted in tradition. The salute is a symbol of respect and a sign of comradeship among service personnel. The salute is simple and dignified; but, there is great significance in that gesture. It is a time-honored demonstration of courtesy among all military personnel that expresses mutual respect and pride in the service. Never resent or try to avoid saluting persons entitled to receive the salute. (The privilege of saluting is generally denied prisoners because their status is considered unworthy of the comradeship of military personnel.)

The most common form of salute is the hand salute. However, there are other types, such as gun and rifle salutes, which are discussed later in this chapter.

### **The Hand Salute**

The hand salute began in the days of chivalry when it was customary for knights dressed in armor to raise their visors to friends for the purpose of identification. Because of the relative position of rank, the junior was required to make the first gesture. Another school of thought traces the salute back to a custom at the time of the Borgias. Assassinations by dagger were not uncommon at that time, and it became the custom for men to approach each other with raised hand, palm to the front, to show that there was no weapon concealed.

In the U.S. Navy, it's reasonable to believe that the hand salute came from the British navy. There is general agreement that the salute as now rendered is really the first part of the movement of uncovering. From the earliest days of military units, the junior uncovered when meeting or addressing a senior. Gradually, the act of taking off one's cap was simplified into merely touching the cap or, if uncovered, the head (forelock), and finally into the present form of salute.

The way you render the hand salute depends on whether you are in civilian clothes or in uniform.

Personnel in civilian clothes render the salute in two ways:

1. Hat in front of the left shoulder (men only)
2. Right hand over the heart (men without hats; women with or without hats)

### **NOTE**

These forms of saluting are used only to salute the flag or national anthem, never to salute officers.

In this chapter, the hand salute usually refers to a salute rendered by personnel in uniform. Except when walking, you should be at attention when saluting. In any case, turn your head and eyes toward the person you're saluting (unless it is inappropriate to do so, such as when a division in ranks salutes an inspecting officer on command). Navy personnel salute the anthem, the flag, and officers as follows:

- Raise the right hand smartly until the tip of the forefingers touches the lower part of the headgear or forehead above and slightly to the right of the eye (fig. 9-1).
- Extend and join the thumb and fingers.
- Turn the palm slightly inward until the person saluting can just see its surface from the corner of the right eye.
- The upper arm is parallel to the ground; the elbow is slightly in front of the body.
- Incline the forearm at a 45° angle; hand and wrist are in a straight line.
- Complete the salute (after it is returned) by dropping the arm to its normal position in one sharp, clean motion.

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### ***Student Notes:***

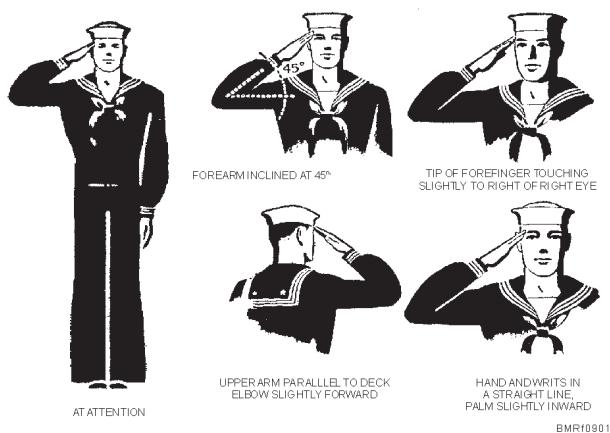


Figure 9-1.—Hand salute.

### NOTE

The salute should not be ended as though the person is waving to someone or trying to get something off the fingers. Navy custom permits left-hand saluting when a salute cannot be rendered with the right hand. Army and Air Force customs permit only right-hand salutes.

Under naval customs, the hand salute is accompanied by a word of greeting. The junior stands at attention, looks the senior straight in the eye, and says (depending upon the time of day) the following:

- From first rising until noon “Good morning, ...”
- From noon until sunset “Good afternoon, ...”
- From sunset until turning in “Good evening, ...”

It is preferable to call the senior by grade and name; that is, “Commander Jones,” rather than by the impersonal “sir” or “ma’am.”

The following are some of the major points you should remember when rendering a salute:

1. If possible, always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and to leave your right hand free to salute.

2. Accompany your salute with a cheerful, respectful greeting; for example, “Good morning, sir”; “Good afternoon, Commander [Jones]”; “Good evening, Chaplain [Smith]”.

3. Always salute from the position of attention. If you are walking, you need not stop; but hold yourself erect and square. If on the double, slow to a walk when saluting.

4. Look directly into the officer’s eyes as you salute.

5. If you are carrying something in both hands and cannot render the hand salute, look at the officer as though you were saluting and render a verbal greeting as previously described.

6. Remove a pipe, cigar, or cigarette from your mouth or hand before you salute.

7. Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, such as “Good morning,” “Good afternoon,” or something similar.

8. Army and Air Force policy, unlike the Navy’s, is to salute when uncovered. Suppose you are in an office with several Army personnel, and all of you are uncovered. An officer enters and the soldiers rise and salute. You should do likewise; to do otherwise would make you seem ill-mannered or disrespectful.

9. If you are walking with or standing by a commissioned officer and the occasion for a salute arises, do not salute until the officer salutes. Assume that you are walking with a lieutenant. A commander approaches. Do not salute the commander until the lieutenant salutes; but as soon as the lieutenant starts to salute, you should quickly do the same.

10. When approaching an officer, start your salute far enough away from the officer to allow time for your salute to be seen and returned. This space can vary; but a distance of about six paces is considered good for this purpose. Hold your salute until it is returned or until you are six paces past the officer.

11. Salute all officers who are close enough to be recognized as officers. It is unnecessary to identify an officer by name; however, ensure that he/she is wearing the uniform of an officer.

### Student Notes:

12. Salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is a mark of a sharp Sailor.

**WHOM TO SALUTE.**—Enlisted personnel salute all officers, and officers salute their seniors. Salutes are returned by persons saluted except when they are uncovered—the person saluted should acknowledge the salute with an appropriate greeting or a nod of the head.

Salutes are rendered to all of the following officers:

- Navy.
- Army.
- Air Force.
- Marine Corps.
- Coast Guard.
- National Oceanic and Atmospheric Administration.
- Public Health Service.
- Foreign military services.
- Officers of the Navy, Army, Air Force, Marine Corps, and Coast Guard Reserves.
- Officers of the National Guard when they are on active duty. When not on active duty, they rate a salute only when they are in uniform.

Civilians who are entitled (rate), by reason of their position, gun salutes, or other honors are also entitled (by custom) to the hand salute. The President, as Commander in Chief of the armed forces, is always saluted. Other civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap must not be raised as a form of salutation.

**WHEN TO SALUTE.**—On occasion, you might be uncertain whether the person approaching you in uniform is an officer, thus rating a salute. The safest course of action is to salute immediately and not wait for the person approaching you to disclose his/her rank. In other words, when in doubt, salute. Figures 9-2 and 9-3 show some examples of when to salute officers.

## Aboard Ship

When boarding a ship that is flying the national ensign, all persons in the naval service must do the following:

1. Stop on reaching the upper platform on the accommodation ladder or the shipboard end of the brow,
2. Face the ensign,
3. Salute, and
4. Then salute the officer of the deck (OOD).

On leaving the ship, personnel render the salutes in reverse order—first to the OOD and then to the national ensign. These salutes also are rendered aboard foreign men-of-war.

You are required to salute all flag officers (officers above the grade of captain), the commanding officer, and visiting officers (senior to the commanding officer) on every occasion of meeting, passing near, or being addressed. On your first daily meeting, you salute all senior officers attached to your ship or station. Many ships consider salutes rendered at quarters sufficient for this first salute of the day. When the progress of a senior officer may be blocked, officers and enlisted personnel clear a path by calling out “Gangway” and stand at attention facing the senior officer until he/she passes.

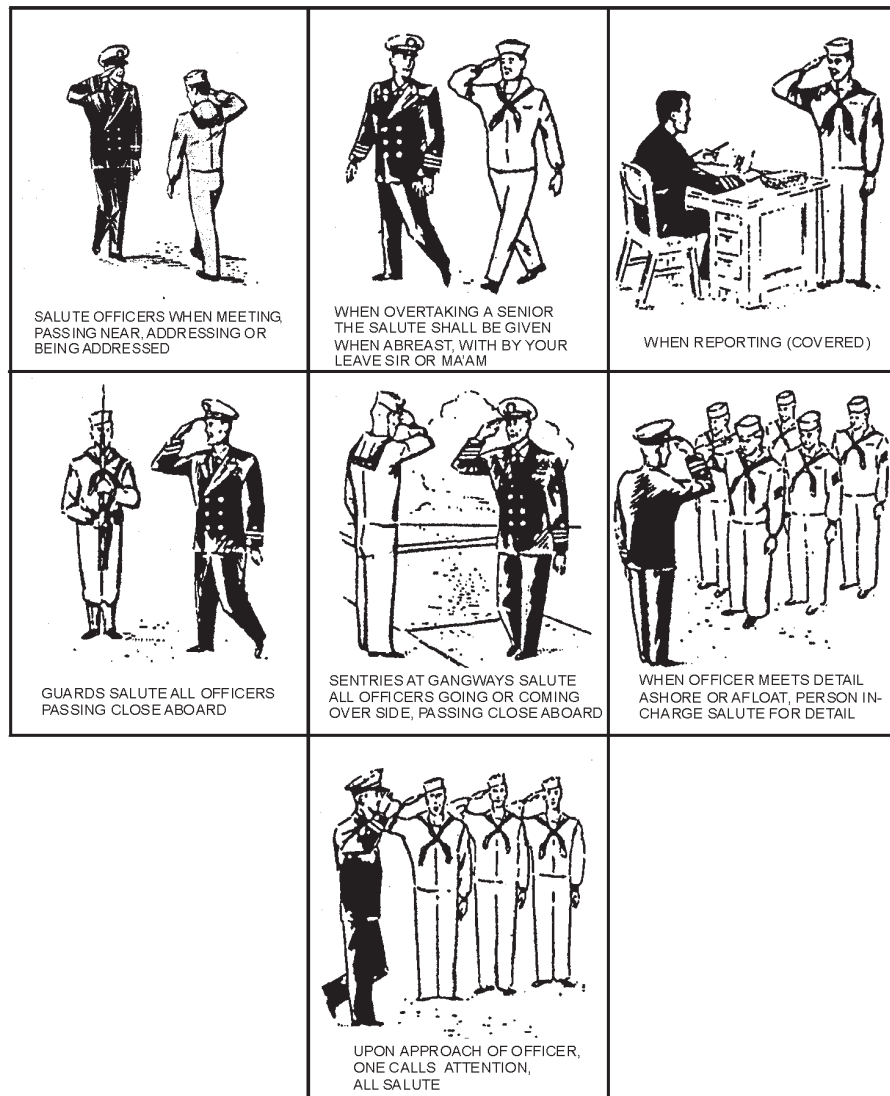
## In Boats

When a boat is not under way, the person in charge salutes officers that come alongside or pass nearby. If there is no one in charge, all those in the boat render the salute. Boat coxswains salute all officers entering or leaving their boats. (Although it is customary to stand when saluting, if the safety of the boat is endangered by standing, remain seated.) When boat awnings are spread, enlisted personnel sit at attention while saluting; they should not rise. Officers seated in boats rise when rendering salutes to seniors who are entering or leaving.

When boats pass each other with embarked officers or officials in view, hand salutes are rendered by the senior officer and coxswain in each boat. Coxswains rise to salute unless it is dangerous or impracticable to do so.

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## *Student Notes:*



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**Figure 9-2.—When to salute officers.**

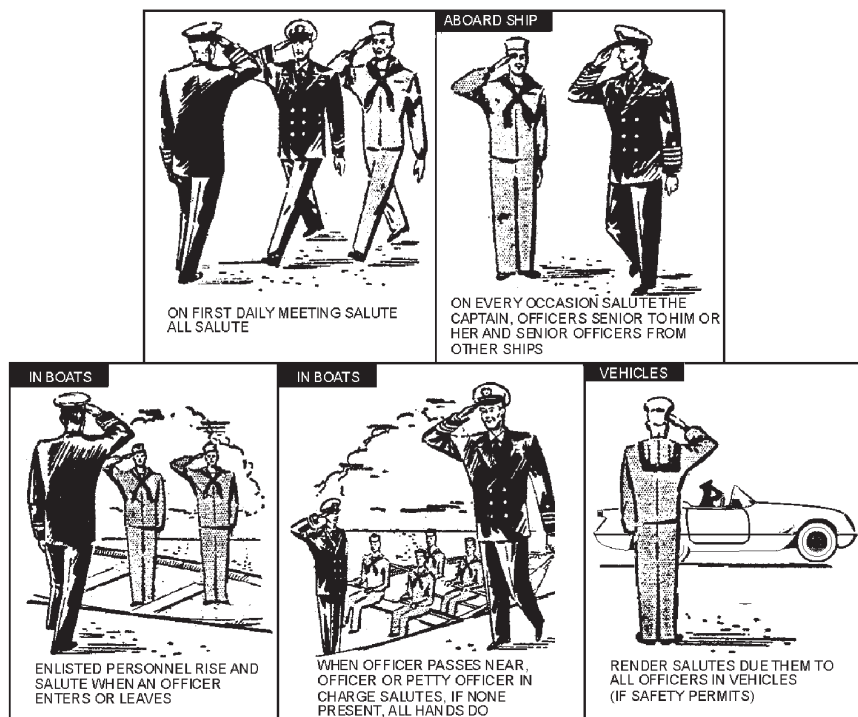
### **In a Group**

If enlisted personnel and officers are standing together and a senior officer approaches, the first to see the senior should call out “Attention,” and all face the officer and salute.

### **Overtaking**

Never overtake and pass an officer without permission. If it becomes necessary for you to pass, you should do so to the left, salute when abreast of the officer, and ask, “By your leave, sir/ma’am?” The officer should reply, “Very well,” and return the salute.

### ***Student Notes:***



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Figure 9-3.—When to salute officers (Continued).

## Reporting

When reporting on deck or out-of-doors ashore, you should remain covered and salute accordingly. When reporting in an office, you should uncover upon approaching the senior; therefore, you should not salute.

## Sentries

Sentries at gangways salute all officers going or coming over the side and when passing or being passed by officers close aboard in boats.

## In Vehicles

You salute all officers riding in vehicles, while those in the vehicle both render and return salutes, as required. The vehicle's driver salutes if the vehicle is stopped; to do so while the vehicle is in motion endangers the safety of the occupants and may be omitted.

## In Civilian Clothes

If you are in uniform and recognize an officer in civilian clothes, you should initiate the proper greeting and salute. In time of war, however, an officer not in uniform may be deliberately avoiding disclosure of his/her identity, so you should be cautious in following the normal peacetime rule.

## At Crowded Gatherings

At crowded gatherings or in congested areas, you normally salute only when addressing or being addressed by officers.

## Rifle Salutes

When armed with a rifle, you should use one of the three rifle salutes described in this section instead of the hand salute. (**NOTE:** The salute at sling arms shown in fig. 9-4 is simply a hand salute and is not considered a rifle salute.) The occasions for rendering each type of rifle salute are as follows:

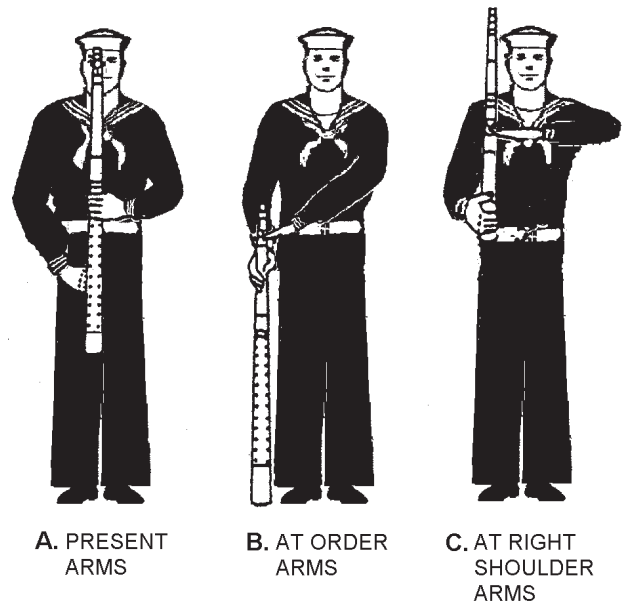
## Student Notes:





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**Figure 9-4.—Hand salute at sling arms.**



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**Figure 9-5.—Rifle salutes.**

**1. Present arms (fig. 9-5, view A)**

- When standing in a sentry box or on a post and addressed or approached by any person entitled to a salute.
- When halted while on patrol (such as an area security patrol) to reply to or to address an officer.
- When in ranks and so commanded; for example, at colors.

**2. Rifle salute at order arms (fig. 9-5, view B)**

- When standing sentry or guard duty by a door inside a building. Present arms may also be required by competent authority; but where there is considerable traffic, the salute at order arms is usually prescribed.
- When reporting individually to an officer indoors. For example, you would approach an officer's desk at trail arms, come to order arms, and render the rifle salute at order arms.

- When reporting a roll call (if already at order arms).

**3. Rifle salute at right shoulder arms (fig. 9-5, view C)**

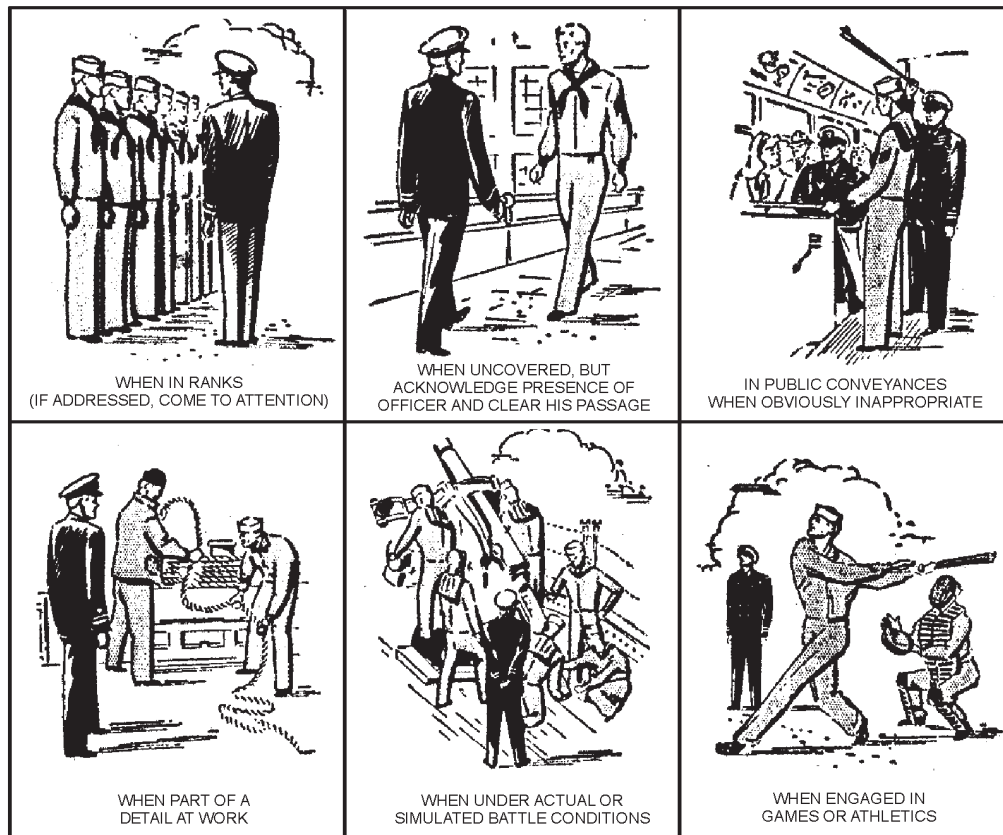
- When on patrol and passing, without halting, a person entitled to a salute.
- When leading a detail past an officer.
- When reporting a roll call (if already at shoulder arms). When reporting at shoulder arms to an officer outdoors.
- When going individually to and from drill or place of duty and you pass any person entitled to a salute.

**WHEN NOT TO SALUTE**

There are some situations in which it is improper for you to salute (fig. 9-6 and fig. 9-7). These are as follows:

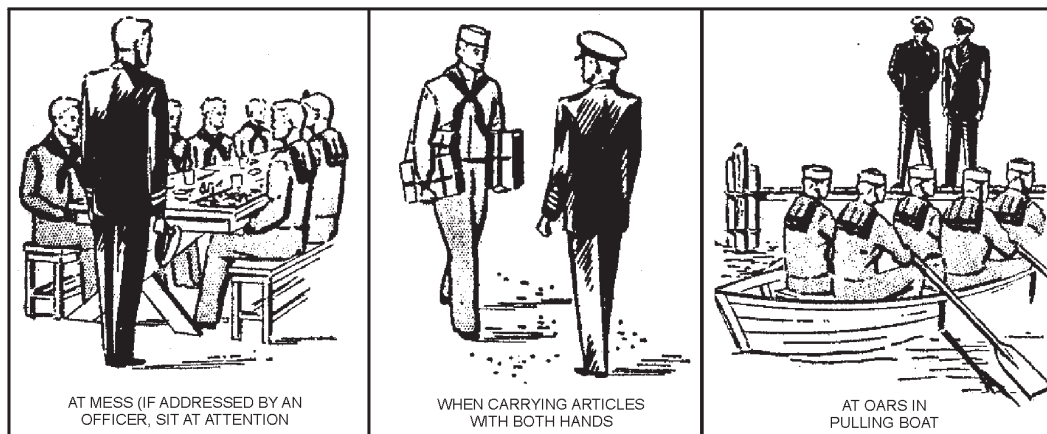
- When uncovered, except where failure to salute might cause embarrassment or misunderstanding.

***Student Notes:***



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**Figure 9-6.—When not to salute officers.**



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**Figure 9-7.—When not to salute officers (Continued).**

*Student Notes:*



- In formation, except on command.
- On a work detail (the person in charge of the detail salutes).
- When engaged in athletics or assembled for recreation or entertainment.
- When carrying articles with both hands, or otherwise occupied making saluting impracticable.
- In public places where saluting is obviously inappropriate (theaters, restaurants, elevators, etc.).
- In public transportation.
- In action or under simulated combat conditions.
- When a member of a guard is engaged in performance of a duty that prevents saluting.
- At mess (when addressed, stop eating and show respectful attention).
- When guarding prisoners.

## Honors

Honors are salutes rendered to individuals of merit, such as recipients of the Medal of Honor, to high-ranking individuals, to ships, and to nations. The type of honors rendered depends upon who or what is being saluted. Passing honors are rendered by a ship to other ships and to boats having officials embarked. Side honors are rendered to officials or officers as they board and depart a Navy ship. Gun salutes are rendered to high-ranking individuals, to nations, and to celebrate national holidays. Honors are not rendered to nations or officials of nations not recognized by the United States. Officials and officers who request that the honors be dispensed with do not receive them.

**PASSING HONORS.**—Passing honors are honors (other than gun salutes) rendered on occasions when ships, officials or officers pass in boats or gigs, or are passed (flag officers or above) close aboard. “Close aboard” means passing within 600 yards for ships and

400 yards for boats. Passing honors between ships, consisting of sounding “Attention” and rendering the hand salute by all persons in view on deck and not in ranks, are exchanged between ships of the Navy and between ships of the Navy and the Coast Guard passing close aboard.

Signals for the actions required to be performed by personnel are as follows:

- One blast—Attention (to starboard)
- Two blasts—Attention (to port)
- One blast—Hand salute
- Two blasts—End salute
- Three blasts—Carry on

## NOTE

Signals are given by police whistle on small ships and by bugle on large ships.

On the signal of “Attention,” all hands in view on deck (starboard or port as indicated by number of blasts) come to attention and face outboard. At the sound of one blast, all hands in view and not in ranks salute. (When personnel are in ranks, only the division officer and the division petty officer salute; all other persons stand at attention.) At two blasts, persons saluting bring their hands back to their sides but remain at attention until three blasts are sounded.

For boats passing honors, flag officers, unit commanders, or commanding officers in uniform embarked in boats are saluted by all persons on the quarterdeck.

Passing honors for the President of the United States and for rulers of foreign nations include manning the rail. Manning the rail consists of the ship’s company lining up at regular intervals along all weather deck rails. Normal saluting procedures are followed.

Having the crew at quarters when the ship is entering or leaving port is a less formal ceremony than manning the rail. The crew is paraded at quarters on ceremonial occasions, such as—

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## *Student Notes:*

- When the ship is entering or leaving U.S. ports at times other than operational visits,
- When the ship is visiting foreign ports, or
- When the ship is departing for or returning from extended deployments, and other special occasions as determined by a superior.

When the ship is entering or leaving U.S. ports on operational visits or home port on local operations, the normal procedure is to parade only an honor guard.

**SIDE HONORS.**—Side honors, rendered to officers and officials boarding and departing the ship, are a part of the honors stipulated on the occasion of an official visit. The honors consist of parading the proper number of side boys and piping the side.

Acting as a side boy may be one of your shipboard duties. When you are assigned to side boy duty, you must remain in dress uniform and in the vicinity of the quarterdeck at all times, ready to fall in when required. Your uniform must be clean and neat, and you must be especially neat and military in appearance. Enlisted women may be detailed to this duty, but they are still called *side boys*.

Side boys are paraded between 0800 and sunset daily except on Sunday. Normally, side boys are not called away during meal hours, general drills, all hands evolutions, or periods of regular overhaul except in honor of civil officials or foreign officers; then, they may be called away at any time during daylight. The number of side boys paraded varies from two to eight (always an even number), depending on the rank of the individual being saluted.

When called away, side boys form two ranks facing each other to form a passageway at the gangway. When the Boatswain's Mate (BM) begins to pipe the call "Over the Side," the side boys salute in unison, hold the salute until the last note of the call, and then drop their hands smartly to their sides.

### Gun Salutes

Gun salutes are used to honor individuals, nations, and certain national holidays. Practically all shore stations have saluting batteries, but not all ships are so

equipped. Whether aboard ship or ashore, you must be able to act properly whenever you hear a gun salute being rendered.

The salutes always consist of an odd number of guns, ranging from 5 for a vice consul to 21 for the President of the United States and for rulers of foreign nations recognized by the United States. Military officers below the rank of commodore are not entitled to gun salutes. Normally, only one gun is fired at a time at intervals of about 5 seconds. During the salutes, persons on the quarterdeck, in the ceremonial party, or if ashore, render the hand salute. All other personnel in the vicinity (in the open) should stand at attention and, if in uniform, render the hand salute.

Gun salutes also mark special occasions in our country's history. On President's Day, Memorial Day, and Independence Day, a standard 21-gun salute is fired at 1-minute intervals, commencing at 1200. Thus, on these holidays, the salute ends at 1220.

### REVIEW 1 QUESTIONS

- Q1. Define the following terms.
  - a. Courtesy—
  - b. Custom—
- Q2. Name a required act of military courtesy.
- Q3. What is the most common form of saluting?
- Q4. When in uniform, Navy personnel salute which of the following persons/things?
  - a. Flag
  - b. Anthem
  - c. Officers
  - d. Each of the above
- Q5. True or false. Under naval customs, the hand salute is accompanied by a word of greeting.

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### *Student Notes:*

Q6. As an enlisted person, who should you salute?

c. 21

Q7. What procedure should you follow when boarding a ship that is flying the national ensign?

a.

b.

c.

Q8. As a sentry at a gangway, when should you render a salute?

a.

b.

Q9. List the three rifle salutes.

a.

b.

c.

Q10. Define the term *honors*.

Q11. Name the passing honors for the President of the United States?

Q12. A ruler of a country recognized by the United States rates which of the following gun salutes?

a. 5

b. 17

## MILITARY CEREMONIES

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the procedures for conducting colors, performing military courtesies, handling the Ensign and Union Jack, and boarding.

Ceremonies are formal acts performed on public occasions. There are too many types of ceremonies and too many occasions when they are performed to include them all here. Instead, you will learn about some of the common situations involving a formal ceremony and the behavior required of you during the event.

## COLORS

At commands ashore and aboard ships of the Navy not under way, the ceremonial hoisting and lowering of the national flag at 0800 and sunset are known as *morning* and *evening colors*. Every Navy shore command, and every ship not under way, performs the ceremony of colors twice a day.

You will render honors as follows:

- If you are in ranks, you will be called to attention or order arms.
- If you are in uniform but not in ranks, face the colors and give the hand salute.
- If you are driving a vehicle, stop and sit at attention but do not salute.
- If you are a passenger in a boat, remain at attention, seated or standing. The boat officer or coxswain salutes for the boat.
- If you are in civilian clothes or athletic uniform, face the colors at attention and salute by placing your right hand over your heart.

Aboard Navy ships or naval shore activities, when the national ensign is hoisted and lowered or half-masted for any occasion, the motions of the senior officer present are followed. Five minutes before morning and evening colors, the PREPARATIVE

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### ***Student Notes:***

pennant (called *PREP*) is hoisted. Ceremonies for colors begin when *PREP* is hauled to the dip (the halfway point).

Navy ships not under way also hoist and lower the union jack on the jackstaff, at the ship's bow, and at morning and evening colors. The union jack is also flown from a yardarm to denote that a general courts-martial or court of inquiry is in session. The union jack is the rectangular blue part of the United States flag containing the stars (fig. 9-8).

If a band is available for color ceremonies, "Attention" is sounded, followed by the band playing the national anthem. At morning colors, hoisting the ensign begins when the music starts. It is hoisted smartly to the top of the flagstaff. At evening colors, lowering of the ensign also starts at the beginning of the music. Hoisting and lowering of the ensign are completed at the last note of the music. The national flag is always hoisted smartly and lowered ceremoniously. "Carry on" is sounded at the completion of the music.

If a band is not available for colors, "To the Colors" is played on the bugle at morning colors, and "Retreat" is played at evening colors. For ships without a band or a bugler, "Attention" and "Carry on" are signals for beginning and terminating the hand salute.

Sometimes the music for colors from another U.S. ship can be overheard aboard your ship. When this happens, and no band or bugler is aboard your ship, the command to "Carry on" should not be given until the music being overheard is completed.

After morning colors, if foreign warships are present, the national anthem of each country

represented is also played. If your ship is visiting a foreign country, the national anthem of that country is played immediately following morning colors, followed by the national anthems of any other foreign nations represented. You should show the same respect for national anthems of foreign countries as you do for our own.

On Sundays, authorized holidays, and other days proclaimed by the President, the largest national ensign in the ship's or station's allowance is flown. This ensign is referred to as *holiday colors*. When the holiday colors are flown on a Navy ship not under way, the union jack flown is the same size as the blue field in the holiday colors.

Ships that are under way do not hold morning or evening colors because the ensign usually is flown day and night. Just as the ship gets under way, the ensign is shifted from its in-port position on the stern to its at-sea position at the mainmast. This is called *shifting the colors*.

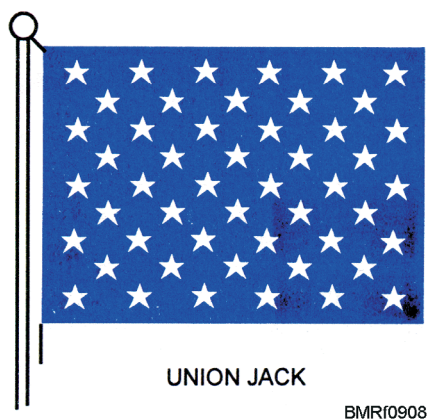
## HALF-MASTING THE ENSIGN

National flags flown at half-mast (or half-staff ashore) are an internationally recognized symbol of mourning. The United States honors its war dead on Memorial Day by half-masting the flag from 0800 until the last gun of a 21-minute-gun salute that begins at noon (until 1220 if no gun salute is rendered).

Normally, the flag is half-masted on receiving information of the death of one of the officials or officers listed in *U.S. Navy Regulations*. Notification may be received through news media reports or by an official message.

In half-masting an ensign already flying at the peak or truck aboard ships under way, lower it ceremoniously to half-mast. If the ensign is not flying, hoist it smartly to the peak or truck before lowering it to half-mast. In lowering a half-masted ensign, raise it first to the peak or truck, then lower it ceremoniously.

When the national anthem, "To the Colors," or "Retreat" is played at morning or evening colors aboard ships not under way, all hands should hold the salute during the raising or lowering of the flag. In half-masting during morning colors, "Carry on" should



UNION JACK

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Figure 9-8.—Union Jack.

## Student Notes:

not be sounded until the flag is lowered to half-mast. At evening colors, “Attention” is sounded and the salute rendered before raising the flag to the top of the flagstaff from its half-mast position.

If the ensign is flown from the flagstaff and is half-masted, the union jack is half-masted also. Distinctive marks, such as commission or command pennants, are not half-masted except when the ship’s commanding officer or the unit commander dies.

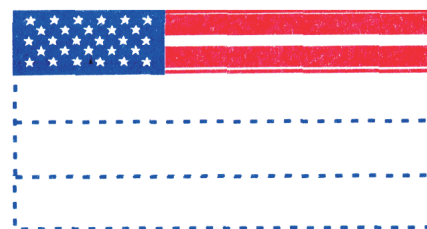
A special ceremony calling for half-masting the ensign is required of ships passing Washington’s tomb between sunrise and sunset. A full guard and band are paraded (if aboard), the ship’s bell is tolled, and the ensign is half-masted as the ship comes in sight of Mount Vernon, Virginia. When the ship is opposite the tomb, the guard and all persons on deck face the tomb and salute. When the bugler begins to sound taps, the ensign is raised to the peak; tolling of the bell ceases on the last note of taps. The band then plays the national anthem, followed by the command to “Carry on.”

You may have the duty of raising or lowering the ensign at some time in your career. You should remember that the ensign is raised smartly but lowered ceremoniously. After the ensign is lowered, it is folded properly and placed in safekeeping until morning colors. Figure 9-9 shows the correct way to fold the ensign. The union jack is folded and handled in the same manner as the national ensign.

## NATIONAL ANTHEM AND FLAG HONORS

Honors to the ensign or national anthem are rendered on occasions other than at colors. In this section, you will learn about procedures for rendering honors when the anthem is played indoors and outdoors, with or without the flag present. Foreign anthems and ensigns are shown the same mark of respect as our own anthem and ensign. All salutes are held from the first note of the anthem to the last.

All the following rules for saluting the national anthem apply only when you hear it played as part of a public ceremony at which you are present. If you hear a broadcast or recording of the anthem on a radio, tape or



A

A. To fold the flag correctly bring the striped half up over the blue field: then fold again.

B. Bring the lower striped corner to the upper edge, forming a triangle. The outer point is turned inward on the upper edge to form a second triangle.



B

C. Continue to fold the flag in triangles until the entire length of the flag is folded.

D. When the flag is completely folded only the blue field should be visible, and it should have the triangle shape of a cocked hat.



C



D

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Figure 9-9.—Folding the ensign.

CD player, television, or as you pass a store, you don’t need to stop or salute.

### Indoors

If the flag is **not** displayed when the anthem is played inside a building, you stand at attention facing the source of the music. If you are in uniform and covered, you render the hand salute; if not covered, you stand at attention. If you are in civilian clothes, render the hand-over-the-heart salute.

### *Student Notes:*



If the flag is displayed when the anthem is played, you face the flag and stand at attention. If in uniform and covered, render the hand salute; if in civilian clothes or if in uniform and uncovered, you place your right hand over your heart. Persons in formation stand at attention, and those in charge of the formation salute.

## **Outdoors**

With some exceptions, saluting procedures when the anthem is played outdoors (with or without the flag displayed) are the same as when indoors. Marching formations are halted at attention, and the person in charge faces and salutes the flag or music, as appropriate.

Personnel in boats, whether in uniform or in civilian clothes, do not salute during the playing of the anthem. Only the boat officer (or coxswain if there is no boat officer) stands and salutes; all other personnel remain seated at attention.

You are not likely to hear “The Star Spangled Banner” played in a parade, but most marching units do carry the national ensign. The rules for saluting the flag passing in a parade are simple: come to attention, face the flag, and salute. (If you are in a vehicle, remain seated at attention.)

The musical selection “Hail to the Chief” is performed to honor the President of the United States. When “Hail to the Chief” is played, stand at attention and salute.

## **BOARDING AND LEAVING A NAVAL VESSEL**

You cannot just walk on and off a ship as you would enter and leave your home. You must follow certain procedures.

When you are in uniform and boarding **any** ship and the national ensign is flying, you halt at the gangway, face aft, and salute the ensign. You then turn to the OOD and salute. If you are returning to your own ship, you say, “I request permission to come aboard, sir/ma’am.” The OOD returns both salutes and says, “Come aboard” or a similar expression.

When you salute the OOD in boarding a ship other than your own, you say, “I request permission to come aboard, sir/ma’am.” You should then add the purpose of your visit: “to visit a friend” or “to go to small stores.”

When you leave a ship, the order of saluting is reversed. You salute the OOD first and say, “I request permission to leave the ship, sir/ma’am.” After receiving permission, you then face and salute the ensign (if it is flying) and depart. If you are not in the liberty uniform, state your reason for wanting to leave the ship: “I request permission to go on the pier to check the mooring lines, sir/ma’am.”

When boarding a ship in civilian attire and the national ensign is flying, you will halt at the gangway, at attention, and face aft. You then turn to the OOD at attention. If you are returning to your own ship, you say, “I request permission to come aboard, sir/ma’am.” The OOD salutes and says, “Very well” or a similar expression.

When you board a ship other than your own, you say, “I request permission to come aboard, sir/ma’am.” You should then add the purpose of your visit. The OOD will then say, “Permission granted” or “Permission not granted.”

When you are leaving a ship in civilian attire, the procedure is reversed. You stand at attention in front of the OOD first and say, “I request permission to leave the ship, sir/ma’am.” After receiving permission, you then stand at attention facing the ensign (if it is flying) and depart.

Sometimes it is necessary for destroyers, submarines, and other ships to tie up in nests alongside a repair ship, tender, or pier. In this case, you may have to cross several ships to go ashore or return to your own ship. When you have to cross one or more ships to reach the pier, to reach another ship or to return to your own ship, you should use the following procedure: Upon boarding a ship that you must cross, salute the colors (if flying), then turn toward and salute the OOD, and request permission to cross. After receiving permission, proceed to cross without delay. When you depart that ship, it is not necessary to salute the colors or OOD again. Repeat this crossing procedure until you reach your destination.

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## ***Student Notes:***



On many ships, particularly those of destroyer size and smaller, there may be a first-class or chief petty officer instead of an officer on the quarterdeck. Although you do not salute enlisted personnel, you must salute an enlisted person who is the OOD because you are saluting the position and authority represented—not the individual. If you are part of a working party that will be using the quarterdeck when loading supplies, you normally salute only when first leaving the ship.

## REVIEW 2 QUESTIONS

- Q1. Hoisting the national flag at 0800 and lowering at sunset are known as
- Q2. Define the term *shifting the colors*.
- Q3. What is the significance of national flags flown at half-mast (half-staff ashore)?
- Q4. You are indoors for an event, and the anthem is being played but the flag is not displayed. What should you do—
- When in uniform and covered—
  - When in uniform and uncovered—
  - When in civilian clothes—

## MILITARY ETIQUETTE

**Learning Objectives:** When you finish this chapter, you will be able to—

- Recognize military etiquette when addressing and introducing enlisted personnel.
- Recognize military etiquette when passing, meeting, addressing, replying to, walking or

riding with an officer of the U.S. or foreign armed forces to include aboard ship or in a boat.

The rules of behavior to be observed by Navy personnel at certain times, in specified places, and on certain occasions are described in this section. “Behavior,” in this case, means social conduct rather than strict military behavior, though the two sometimes are related.

For passing through doorways, let the senior go first; if possible, hold the door for him or her. On meeting an officer in a passageway, step aside so the officer may pass. If other enlisted persons and/or junior officers are present, call out “Gangway” so everyone can make way for the senior officer.

Juniors should show respect to seniors at all times by recognizing their presence and by being courteous and respectful in speech and manner. Juniors take the leftmost seat in a vehicle and walk on the left side of seniors whom they are accompanying.

## ABOARD SHIP

There are rules of etiquette to follow during divine services, on the quarterdeck, or in officer’s country.

When **divine services** are held on board ship, the following word is passed: “Divine services are being held in (such and such a space). The smoking lamp is out. Knock off all games and unnecessary work. Maintain quiet about the decks during divine services.”

If you enter the area where divine services are being held, you must uncover even though you are on watch and wearing a duty belt. (Remain covered during Jewish ceremonies.)

Another area in which special rules apply is the **quarterdeck**. The quarterdeck is not a specific deck; it is an area designated by the commanding officer to serve as the focal point for official and ceremonial functions. The quarterdeck, consequently, is treated as a “sacred” part of the ship; and you should obey the following rules:

- Don’t be loud or sloppy in its vicinity.
- Never appear on the quarterdeck unless you are in complete uniform.

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## Student Notes:

3. Never smoke or have coffee cups and soda cans or bottles on the quarterdeck.
4. Never cross or walk on the quarterdeck except when necessary.
5. Don't lounge on or in the vicinity of the quarterdeck.
6. When on the quarterdeck, salute whenever the quarterdeck watch salutes (as during a gun salute).

Shore stations, as well as ships, have areas designated as the quarterdeck. The same rules apply in all cases.

A **messing compartment** is where enlisted personnel eat; the **wardroom** is where officers eat. If you enter any of these areas while a meal is in progress, you must uncover.

**Officers' country** is the part of the ship where officers have their staterooms and wardrooms; **CPO country** is where the chief petty officers have their living spaces and mess. You must avoid entering these areas except on official business. Never use their passageways as thoroughfares or shortcuts. If you enter the wardroom or any compartment or office of an officer or a CPO, you must remove your hat, unless you are on watch and wearing the duty belt. Always knock before entering an officer's or a chief petty officer's room.

## IN A BOAT

The basic rule in Navy etiquette, as in civilian etiquette, is to make way for a senior. Thus the rule for entering boats, airplanes, and vehicles is seniors in last and out first. (Enlisted personnel board a boat first, leaving room, of course, for officers.) The reason is that the captain should not have to wait in a boat for a less senior person to amble down the accommodation ladder. When the destination is reached, the senior is allowed to disembark first as a mark of respect from juniors.

In general, seniors take the seats farthest aft. If officers are present, enlisted personnel should not sit in the stern seats unless invited to do so. Enlisted personnel maintain silence as long as officers are in the boat. (For reasons of safety, personnel should never become noisy

or boisterous in a boat regardless of the hour, condition of the sea, or who is present.)

The boat coxswain salutes all officers entering or leaving the boat. Enlisted personnel seated well forward do not rise when officers enter or leave the stern seats. Personnel in the after section, however, rise and salute when an officer enters or leaves. (Although it is customary to stand when saluting, this formality is dispensed with if the safety of the boat crew would be endangered.) When boat awnings are spread, enlisted personnel remain seated at attention while saluting; they do not rise under these circumstances.

A boat assumes rank according to the rank of the highest grade officer embarked in the boat. The coxswain and senior officer in each boat salute, with the person in the junior boat saluting first. Other crew members stand at attention; passengers sit at attention. The rules of etiquette for personnel aboard airplanes and other vehicles are the same as for boats.

Boats passing a ship during colors must lie to, or proceed at the slowest safe speed. The boat officer, or in his or her absence, the coxswain, stands (if safe to do so) and salutes. Other persons in the boat remain seated or standing, but do not salute.

## ADDRESSING AND INTRODUCING NAVAL PERSONNEL

Custom, tradition, and social change determine how members of the naval service are introduced. Although tradition and military customs generally hold true, there are some differences in methods of addressing and introducing military personnel, depending on whether you are in civilian or military circles.

The proper forms of addressing and introducing naval personnel are summarized in table 9-1. Except as provided in the paragraphs that follow, all officers in the naval service are addressed or introduced with the titles of their grades preceding their surnames.

Officers of the Medical or Dental Corps, and officers of the Medical Service Corps having a doctoral degree, may be addressed as "doctor." Likewise, an officer of the Chaplain Corps may be addressed as "chaplain." However, if a doctor or chaplain prefers to

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## *Student Notes:*

be addressed by the title of his or her grade, such preference should be honored. When you are addressing an officer whose grade includes a modifier (for example, lieutenant commander), the modifier (lieutenant) may be dropped.

As a general rule, use the officer's title and name. It is better to say, "Yes, Ensign Smith"; "No, Doctor Brown"; or "Yes, Lieutenant Jones"; than to say, "Yes, sir" or "No, ma'am." However, in prolonged conversation where repetition would seem forced or awkward, the shorter "sir" or "ma'am" is used more often.

Aboard ship, the regularly assigned commanding officer is addressed as "captain" regardless of grade. The regularly assigned executive officer (if of the grade of commander) may be addressed as "commander" without adding the name. In some ships it is customary to address the executive officer as "commander" even though the grade is that of lieutenant commander.

Naval officers are introduced to civilians by title, and the method of introduction should give a clue as to how the person should be addressed from then on. You might say, "This is Lieutenant Jones. Mr. Jones is a shipmate of mine." This serves a double purpose; it gives the civilian to whom you are introducing the officer knowledge of the naval person's grade, and it also gives the correct method of address, "Mr. Jones."

Military and civilian practices differ in the introducing and addressing of enlisted personnel. Under military conditions, petty officers are addressed and introduced by their respective title followed by their last name. Petty officers in paygrades E-7, E-8, and E-9 are introduced and addressed as "Chief \_\_\_\_\_," prefixed by "Senior" or "Master," if appropriate. Petty officers in paygrades E-4 through E-6 are addressed and introduced as "Petty Officer \_\_\_\_\_." Persons in paygrades E-3 and below are addressed by their last names only in informal situations. However, in the formal situation or introductions, their last names are preceded by "Seaman," "Fireman," "Airman," and so forth, as appropriate.

Civilians sometimes feel uncomfortable in social gatherings when addressing enlisted personnel as described in the preceding paragraph. It is customary, therefore, for those outside the service to extend to

enlisted personnel the same courtesies they would extend to them in civilian life and to prefix their names with Mr., Mrs., Miss, or Ms., as the case may be. In introducing them, one should give their titles and names, then the mode of address: "This is Petty Officer Smith. Mr. Smith will be visiting us for a while." Thereafter, he will be addressed as "Mr. Smith."

In civilian life you are supposed to introduce men to women and youth to age; that is, a young man to a young woman or a young woman to an older woman. If the person is a male member of the clergy, however, you introduce women of any age to him; or, if a man is aged or distinguished, you introduce the woman to him.

The same general rules are followed in military life, except that in most instances naval rank establishes the order of introduction. Thus, you introduce the junior to the senior, whether male or female. An exception is that you always introduce others, regardless of the rank or sex, to a chaplain. If one of the persons is a civilian, you follow the rules of youth to age and male to female.

The only proper response to an oral order is "Aye, aye, sir/ma'am." This reply means more than yes. It indicates "I understand and will obey." Such responses to an order as "O.K., sir" or "All right, sir" are taboo. "Very well" is proper when spoken by a senior in acknowledgment of a report made by a junior, but a junior never says "Very well" to a senior.

"Sir" or "Ma'am" should be used as a prefix to an official report, statement, or question addressed to a senior. It should also be used when addressing an official on duty representing a senior. For example, the OOD, regardless of grade, represents the commanding officer and should be addressed as "Sir" or "Ma'am."

If you are a junior addressing a senior, you should introduce yourself unless you are certain the senior knows you by sight.

### REVIEW 3 QUESTIONS

Q1. What is the quarterdeck?

Q2. Aboard ship, how is the CO addressed?

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### *Student Notes:*

**Table 9-1.—Introducing and Addressing Naval Personnel**

<b>PERSON ADDRESSED OR INTRODUCED</b>	<b>TO MILITARY</b>		<b>TO CIVILIAN</b>	
	<b>INTRODUCE AS:</b>	<b>ADDRESS AS:</b>	<b>INTRODUCE AS:</b>	<b>ADDRESS AS:</b>
COMMANDER or above	COMMANDER (or appropriate rank) SMITH	COMMANDER (or appropriate rank) SMITH	COMMANDER (or appropriate rank) SMITH	COMMANDER (or appropriate rank) SMITH
LIEUTENANT COMMANDER or below	LIEUTENANT COMMANDER (or appropriate rank) SMITH	COMMANDER SMITH	LIEUTENANT COMMANDER SMITH	Mr. (Mrs., Miss, Ms.) SMITH
MEDICAL And/or DENTAL CORPS OFFICER	DR. SMITH	DR. SMITH	LIEUTENANT SMITH OF THE NAVY MEDICAL CORPS	DR. SMITH
CHAPLAIN CORPS OFFICER	CHAPLAIN SMITH	CHAPLAIN SMITH	CHAPLAIN SMITH	CHAPLAIN
NAVY NURSE CORPS OFFICER	COMMANDER (or appropriate rank) SMITH	COMMANDER SMITH	COMMANDER SMITH OF THE NAVY NURSE CORPS	COMMANDER (Mr., Mrs., Miss., Ms.) SMITH
CHIEF WARRANT OFFICER	CHIEF WARRANT OFFICER SMITH	CHIEF WARRANT OFFICER SMITH	CHIEF WARRANT OFFICER SMITH	MR. (Mrs., Miss., Ms.) SMITH
MIDSHIPMAN	MIDSHIPMAN SMITH	MIDSHIPMAN SMITH	MIDSHIPMAN SMITH	MR. (Mrs., Miss., Ms.) SMITH
CHIEF PETTY OFFICER	CHIEF SMITH	CHIEF or SMITH	CHIEF YEOMAN SMITH	MR. (Mrs., Miss., Ms.) SMITH
AVIATION CADET	AVIATION CADET SMITH	MR. SMITH	AVIATION CADET SMITH	MR. (Mrs., Miss., Ms.) SMITH
PETTY OFFICER	PETTY OFFICER SMITH	PETTY OFFICER SMITH	PETTY OFFICER SMITH	MR. (Mrs., Miss., Ms.) SMITH
SEAMAN	SEAMAN SMITH	SMITH	SEAMAN SMITH	MR. (Mrs., Miss., Ms.) SMITH

## SUMMARY

Customs and courtesies play an integral part of the seafarer's life. Through them, we show respect for each other and for certain symbols or objects, such as the American flag. When we address the commanding officer as *captain*, even though he or she holds the rank of commander, we are using a time-honored custom of respect for the person in command.

The courtesy of the salute is not only the required recognition of a senior but also the expression of mutual respect and pride in service. The courtesy of rendering honors to the Arizona Memorial and Washington's tomb is a sign of respect. The custom of officer personnel boarding ships' boats after enlisted personnel is another sign of respect. The customs and courtesies of removing your hat indoors or in the presence of a lady, of rendering honors to the national ensign, and of playing the national anthem at morning and evening colors are also signs of respect. Our customs and courtesies will continue to be a part of our daily routine as long as we maintain pride and respect in our Nation, our service, and ourselves.

## REVIEW 1 ANSWERS

- A1. Define the following terms.
- a. Courtesy—**an act or verbal expression of consideration or respect for others**
  - b. Custom—**a usual way of acting in a situation that has been practiced so long that it has the force of law**
- A2. A **salute** is a required act of military courtesy.
- A3. The **hand salute** is the most common form of salute.
- A4. When in uniform, Navy personnel salute the **flag, anthem, and officers.**
- A5. **True**, under naval customs, the hand salute is accompanied by a word of greeting.
- A6. As an enlisted person, you should salute **all officers.**

- A7. When boarding a ship in which the national ensign is flying, you should—
- a. **Stop on reaching the upper platform of the accommodation ladder or end of brow**
  - b. **Face the ensign and salute**
  - c. **Salute the OOD**
- A8. As a sentry at a gangway, you should render a salute—
- a. **To all officers going or coming over the side**
  - b. **When passing or being passed by officers close aboard in boats**
- A9. The three rifle salutes are—
- a. **Present arms**
  - b. **Rifle salute at order arms**
  - c. **Rifle salute at right shoulder arms**
- A10. Honors are **salutes rendered to ships, high-ranking individuals, and nations.**
- A11. **Manning the rail** is a passing honor rendered to the President of the United States.
- A12. A ruler of a country recognized by the United States rates a **21-gun** salute.

## REVIEW 2 ANSWERS

- A1. Hoisting and lowering the national flag at 0800 and sunset are known as **morning colors** and **evening colors.**
- A2. Shifting the colors—as a ship gets underway, **the ensign is shifted from its in-port position on the stern to its at-sea position on the mainmast.**
- A3. National flags flown at half-mast are **internationally recognized symbols of mourning.**

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*Student Notes:*

- A4. When indoors at an event and the anthem is being played but the flag is not displayed, you should—
- a. In uniform and covered—**render a hand salute**
  - b. In uniform and uncovered—**stand at attention**
  - c. In civilian clothes—**place your hand over your heart**

### REVIEW 3 ANSWERS

- A1. The quarterdeck is **an area designated by the CO that serves as the focal point for official and ceremonial functions.**
- A2. Aboard ship, the CO is addressed as **captain, regardless of rank.**